



OPEN – EXAMINATION BULLETIN
PUBLIC HEALTH MEDICAL OFFICER III
(EPIDEMIOLOGY)
OPEN – STATEWIDE
CONTINUOUS TESTING
THIS BULLETIN CANCELS AND SUPERSEDES THE
BULLETIN ISSUED MARCH 6, 2000

CALIFORNIA STATE GOVERNMENT SUPPORTS EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, GENDER, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO SHOULD APPLY Persons who meet the minimum qualifications (entrance requirements) as stated. Applications will NOT be accepted on a promotional basis.

HOW TO APPLY This is an open examination. To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available and may be filed in person or by mail with:

DEPARTMENT OF HEALTH SERVICES
CHRONIC DISEASE CONTROL BRANCH
601 NORTH 7th STREET, MS# 725
P O BOX 942732
SACRAMENTO, CA 94234-7320

(916) 657-1423
TDD (916) 657-3042

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

CROSS-FILING INFORMATION If you meet the entrance requirements for this class and for Public Health Medical Officer II and Public Health Medical Officer III, you may file for all examinations on a single application. Indicate the class title(s) for which you are applying on the application Form STD. 678.

SPECIAL TESTING INFORMATION If you have a disability and need special arrangements, mark box on the application Form STD. 678. You will be contacted to make specific arrangements.

FILING DEADLINE There is no final filing date. Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

SALARY RANGES Range B: \$8364 - \$10165 per month
Range C: \$8561 - \$10407 per month
Range S: \$8364 - \$10165 per month
Range T: \$8561 - \$10407 per month

- Range B:** This range shall apply to:
- Incumbents in any medical class having such a range, who have been accepted at some time for an examination for a medical specialty certificate as evidenced by a written statement from the secretary of an American medical specialty board or an American osteopathic specialty board.
 - Incumbents of classes who have completed three years of approved residency training in an accepted medical or osteopathic specialty in an approved hospital or institution.
 - Incumbents in a class who have completed one year of full-time paid public health medical experience in a public health agency, and one year of academic training on the graduate level in public health and preventive medicine, and one year of approved residency training in public health and preventive medicine.

Range C: This range shall apply to incumbents in any medical class having such a range who possess a valid medical or osteopathic specialty certificate issued by an American medical specialty board or an American osteopathic specialty board.

Range S, T, and U: These ranges shall apply to incumbents in positions designated Supervisory or E98 in Unassigned (U) classes as follows: For classes with Ranges A and S, Supervisory and E98 designated employees shall be designated to Range S. For classes with Ranges A, L, and S, Supervisory and E98 designated employees shall be designated to Range S.

For classes with Ranges A, B, S, and T or Ranges A, C, S, and T or Ranges B, C, S, and T Supervisory and E98 designated employees shall be designated to the appropriate corresponding range of either S or T. For classes with Ranges A, B, C, S, T, or U or Ranges A, B, F, S, T, and U, Supervisory and E98 designated employees shall be designated to the appropriate corresponding range of either S, T, or U.

Salary movement between Ranges S, T, and U shall be pursuant to the provisions of the applicable alternate range criteria.

POSITION DESCRIPTION A Public Health Medical Officer III (Epidemiology) typically serves either as the administrator of a major public health technical program area or as a technical consultant to the administrator of a major public health program area assisting in its design, implementation, and analysis; and performs other work as required. In either capacity, the Public Health Medical Officer III (Epidemiology) initiates, organizes, and directs original epidemiologic findings to health policies; may supervise professional, technical and clerical personnel engaged in epidemiologic studies and investigations; provides expert consultation on epidemiology to other state programs; acts as liaison between the Department and other medical institutions or agencies cooperating in studies of mutual interest; coordinates activities of advisory committees; advises on and participates in training of students and residents in programs of epidemiology, biometry, demography, or other related fields; prepares research grant applications, articles for publication, and reports; reviews and evaluates research studies and methods in specialized areas of epidemiology; addresses professional and lay groups.

REQUIREMENTS FOR Positions exist Statewide with the California Department of Health Services.
IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE

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| ADMITTANCE TO THE EXAMINATION | REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE <u>READ, UNDERSTOOD, AND POSSESS</u> THE BASIC QUALIFICATIONS REQUIRED. |
| | <p>NOTE: Applications/resumes MUST contain the following information: “to” and “from” dates (month/day/year), time base, civil service class title(s), (and range, if applicable). College course information MUST include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applications/resumes received without this information will be rejected.</p> |
| MINIMUM QUALIFICATIONS | <p>Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California (originally known as California Board of Medical Quality Assurance) or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Medical Board of California or the Board of Osteopathic Examiners will be admitted to the examination but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.)</p> <p style="text-align: center;">and</p> <p>Possession of a valid license issued either by the American Medical Specialty Board or an American Osteopathic Specialty Board as a specialist in one of the fields of medicine, or eligibility for examination for one of these certificates as evidenced by a written statement from the Secretary of the Board. (Applicants who can establish specialty board eligibility within six months of the final filing date announced for the civil service examination for this class will be admitted to competition but their names will not be certified from the employee list unless the required verification is submitted within this time limit.)</p> <p style="text-align: center;">and</p> <p>Experience: One year of experience in medical epidemiology.</p> <p>NOTE: Qualifying experience for medical epidemiology is considered one year of work experience in medical epidemiology after completing a residency or fellowship program.</p> <p>NOTE: Applicants must show their license number, title, and expiration date on their application and provide a copy of their license. Applications/resumes received without this information will be rejected.</p> |
| DESIRABLE CHARATERISTICS | <p>Special Personal Characteristics: Administrative ability, tact, and willingness to travel.</p> <p>Additional Desirable Qualifications: Demonstrated ability to secure funding for research studies; significant publications in recognized journals or monographs; membership in appropriate professional organizations.</p> |
| EXAMINATION INFORAMTION | <p>A candidate may be tested only once during any testing period. The testing periods for this examination are January 1 through June 30 and July 1 through December 31.</p> <p>EXAMINATION INTERVIEWS WILL NOT BE HELD. This examination will consist of a supplemental application only. Information on the supplemental application will be used to assess, on a competitive basis, each candidate's relevant training and experience. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained on the supplemental application.</p> <p>Supplemental Application -- Weighted 100 Percent</p> |
| SCOPE | <p>In addition to evaluating the competitor’s relative abilities as demonstrated by his/her quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each competitor’s:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Medical epidemiology and methods of conducting epidemiologic research.2. Organization and operation of preventive medical programs and epidemiologic research programs.3. Current literature in epidemiology and medicine.4. General familiarity of the equal employment opportunity objectives in the role of a supervisor or manager. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Plan, organize, design, and direct epidemiologic research studies.2. Apply and interpret appropriate statistical tests.3. Interpret results of studies and apply findings to health policy.4. Secure the cooperation of and work effectively with the public, and with local health departments and other agencies in the development, improvement, and evaluation of public health programs.5. Identify and analyze situations accurately and take effective action.6. Communicate effectively. |
| ELIGIBLE LIST INFORMATION | <p>Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires 18 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p> |
| SCORING | <p>The resulting eligible list will consist of three ranks. In order to obtain list eligibility, a minimum rating of 70% must be attained.</p> |
| CAREER CREDITS | <p>Career credits will be added to the final score of all competitors who qualify for the credits and successfully complete all parts of the examination.</p> |
| VETERANS PREFERENCE | <p>Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination under the law.</p> |

GENERAL INFORMATION

Applications are available at the State Personnel Board office, local offices of the Employment Development Department, the Department noted on this announcement and through the internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on this announcement, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all successful candidates will be ranked according to their scores.

The Department of Health Service reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this announcement.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

The California Relay (Telephone) Service for the Deaf or Hearing Impaired:
MCI From TDD: 1-800-735-2929 MCI From Voice Telephone: 1-800-735-2922
Sprint From TDD: 1-888-877-5378 Sprint From Voice Telephone: 1-888-877-5379